

## **FY 2003/2004 AFFIRMATIVE ACTION REPORT/PLAN Completion Instructions**

**Your Affirmative Action Report/Plan (what you need to submit to IDOP) consists of the following sections:**

1. Title Page
2. Copy of Qualitative Plan for FY 2003 (only if you were underutilized and submitted one)
3. FY 2003 Qualitative Plan Results (complete only if you completed an FY 2003 Qualitative Plan)
4. Qualitative Utilization Analysis for 2003: Factors Contributing to Underutilization (this is a worksheet, actual will be sent in July)
5. Qualitative Utilization Analysis Plan for FY 2004 (this is a worksheet, actual will be sent in July)
6. Hiring Goals and Timetable (this is a mock-up for your information; actual will be sent in July)
7. Job Class Underutilization List (this is a sample only, actual will be sent in July)

Blank forms for Numbers 1 and 3 above can be found at the IDOP website at <http://www.state.ia.us/idop/AAEEOHome.html>. Mock-ups for Numbers 4-7 can also be found on the website. Actuals will be sent to you in July.

Follow the steps listed below to assure completion of all sections required. Questions: Contact Joe Ellis at 281-5607 or [joe.ellis@idop.state.ia.us](mailto:joe.ellis@idop.state.ia.us).

### **Timeline for Plan/Report completion:**

1. Review accomplishments for Fiscal Year 2003 for discussion in FY 2003 Plan Results – now through August 15
2. Contact IDOP with questions – now through August 15
3. Receive End of Fiscal Year Data (4<sup>th</sup> Quarter Report) - July 7-9
4. Receive Beginning of Fiscal Year Data (#4-7 above) – July 21-23
5. Submit Plan/Report to IDOP – August 15
6. Review of Plans/Reports by IDOP – submission dates through September 19
7. End of 1<sup>st</sup> Quarter – September 25
8. Submission of Executive Branch Plan/Report to Governor, Legislature – September 30
9. Executive Branch Plan/Report available online – October 3

### **Completion Instructions**

1. **Title Page:** Must include name of reporting unit, name of preparer, and signature of department director.
2. **FY 2003 Qualitative Plan Results:**

- If you were underutilized this fiscal year, you should have completed a plan describing the activities you would undertake to address underutilization. We have included a copy of your plan in your materials, if one was submitted. Use this in completing this section.
- Use the “FY 2003 Qualitative Plan Results” form to describe the qualitative activities that were taken during FY 2003 to correct UU.
  - Identify what activities were successful.
  - Identify those factors that limited your progress, i.e., what are your reasons for not meeting your FY 2003 goals?

### 3. Qualitative Utilization Analysis for FY 2003:

- For each category in which you were UU in FY 2003, describe the “Factors Contributing to Underutilization.” (The worksheet is available on the website; the actual form will come to you in July.)

### 4. Qualitative Utilization Analysis Plan for FY 2004:

- If you are underutilized this fiscal year, a plan for how you will address this underutilization in FY 2004 is required for each area in which you are underutilized. (Unlike “Goals,” this is not limited only to categories where job classes are PN. It includes all UU.)
- FY 2004 underutilization information will not be available until the second half of July. However, unless the degree of underutilization has been minimal, those agencies that have a prior history of underutilization will more than likely be underutilized again. If that is the case with your agency, you can start immediately to work on your Qualitative Plan for FY 2004 rather than wait until late July. FY 2003 third quarter progress information will be sent to you in early July
- Complete an action plan for each area of underutilization. Refer to “Strategies for Addressing Factors Contributing to Underutilization” as a starting point for ideas. **Do not copy items per se; these are broad strategies. Instead, refine them to your specific situation: areas that are most critical and what is feasible, given your projected resources.**

### 5. Numerical Goals and Timetables:

- Again this year, agencies will set their own hiring goals, based on your knowledge of projected hires in FY 2004. Your hiring goals are subject to approval by IDOP. Goals are set only for underutilized (UU) categories where there are PN job classes or where there is UU for persons with disabilities.

(Your “Job Class Underutilization List” will show you what job classes are PN.)

- Goals cannot exceed the number UU.
  - All goals will be reviewed by IDOP and may result in follow-up discussions with the department. Goals that are reduced significantly will receive the closest attention.
  - Goals cannot be set in categories that do not indicate PN on the “Job Class Utilization List.”
- The programming will set the “Balanced Workforce Year” for you once the goal has been entered in the system.

**Prior to returning your report/plan, you may want to review it against the AA Plan Review Criteria document also found on the IDOP website.**

**Return the completed report/plan to IDOP for review and follow-up by August 15, 2003.**